



CALIFORNIA

COURT CASE MANAGEMENT SYSTEM (CCMS)

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The California Court Case Management System (CCMS)

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About CCMS

The California Court Case Management System (CCMS) is a statewide initiative to bring the courts together to use one application for all case types. The project is managed by the Administrative Office of the Courts (AOC) Southern Regional Office in Burbank with the participation of the AOC Information Services Division. The design and development is being led by the Superior Courts of Sacramento, Orange, Ventura, San Diego, and Los Angeles Counties. Other courts have also participated in planning and design sessions: Alameda, San Francisco, Monterey, Riverside, and San Bernardino.

Currently, more than 70 case management systems (CMSs) are in use in the California courts, each requiring support and maintenance. Many of these CMSs do not meet the basic needs of exchanging information with DMV, DOJ, and other agencies. There is also a need to provide consistent information to JBSIS (Judicial Branch Statistical Information Standards) and to meet other legislative requirements. In addition, some courts have individual agreements with their case management system application providers and independently negotiate upgrades, maintenance, etc. This often results in multiple courts paying for the same upgrades.

CCMS includes a strategy to stabilize the courts in their existing case management system while preparing them to transition to CCMS. This will address the basic functional needs of the courts and still allow the AOC to reduce the number of case management systems and the associated costs for upgrading and maintaining those systems.

CCMS leverages shared resources and will achieve economies of scale through:

- Creating a common technical infrastructure;
- Facilitating common business practices;
- Using a common approach for all case types;
- Adopting standards for configuration and data sharing;
- Integrating with local and state justice partners to increase public safety and reduce liability; and
- Ensuring equal access to justice for the public and other justice partners.



History

In 2001 an assessment was performed to understand the viability of the systems used by the courts. A number of courts faced critical needs because of outdated systems, technical support, inability to meet legislative and reporting requirements, and significant maintenance costs. The analysis from this study concluded that a custom solution was required to meet the needs of the local trial courts. At the same time the Superior Courts of San Diego, Los Angeles, Ventura, and Orange Counties were considering replacing their existing case management systems and confirmed that available vendor products did not meet their requirements. In early 2002, after review and approval by the Judicial Council, the four courts and the AOC agreed to a common solution, and the CCMS project was initiated.

After the convergence of numerous case management systems, it was agreed that a better approach was to collaborate on the production of a statewide system.

Recognizing the magnitude of this undertaking, the AOC understands that some courts have specific needs and will continue to move forward with other technology initiatives to stabilize courts with the most critical needs. This includes focusing on a selected number of viable case management systems with the ultimate vision of moving toward one integrated statewide system.



CCMS Goals

An overarching goal of the CCMS project is to make the courts “venue transparent,” essentially allowing constituents and the public to conduct their court business from any location in California. The Judicial Council has also established statewide goals for judicial branch information technology that include planning, case management systems, infrastructure, information standards, and communications. The CCMS project supports the Judicial Council’s modernization goal, which states:

“Assist courts in the development, acquisition, implementation, and use of technology to improve their management of court operations and resources.”

Implementation of CCMS will also achieve the following goals:

- Manage the needs of the courts by allowing each court to configure CCMS to fit the uniqueness of its county.
- Support courts of all sizes and maintain local needs and system enhancements, as well as those that arise from legislative changes.
- Maximize the benefits of automation by standardizing court business processes and by establishing standard procedures that will make it easy for courts to use a common solution with minimum customization.
- Use a common approach for all case types based on best practices, a contemporary architecture, and continued technology evolution.
- Integrate with state and local justice partners and state administrative systems.
- Facilitate state ownership and maintenance of developed software to produce cost benefits resulting from transitioning from a vendor to a state system.
- Ensure reasonable development times and demonstrated capacity to succeed, i.e., deployment and production in a court environment.
- Maximize economies of scale and leverage shared resources.



Products: V2

This section describes the functionality for the criminal and traffic case types of CCMS-V2.

Case Initiation/Maintenance

Case Maintenance Window

The Case Maintenance window allows the user to enter, view, and modify case information for a given defendant.

Citation Entry Window

The Citation Entry window allows the user to quickly and efficiently enter the citation information.

Missing Complaint

The Missing Complaints feature provides the ability to enter information related to a case from a bail instrument, prior to the actual filing of the charging document.

Case Summary

The Case Summary window is used to view case information relating to the defendant. The information contained within the Case Summary window is for viewing purposes only and cannot be edited.

Calendar

Calendar Report

The Calendar Report window allows the user to select, view, and print the Add On, Department, Hearing Held, Inventory, and Master calendars for a given day and courtroom.

Calendar List

The Calendar List window lets users automatically select cases from a calendar for the entry of the docket codes.

Calendar Transfer

The Calendar Transfer window allows users to transfer calendared cases from one courtroom to another. This process lets users move one, some, or all the calendar lines for a day to a new courtroom.

Calendar Plan

The Calendar Plan feature limits the number of calendar lines that can be scheduled for a courtroom for a specified day and time.

Trial Timing

The Trial Timing feature allows the court to place limits on the amount of time that may pass between hearing types. For example, the court will be able to configure the system so that the maximum amount of time that can pass between an arraignment and a jury trial is 60 calendar days.

Person

Person Maintenance

The Person Maintenance window allows users to perform non-case-specific queries and maintenance of a person's information. The person data maintained within this window can be associated with a defendant, a victim, an attorney, a law enforcement officer, or any other person with a role in the criminal justice community.

Person Link / Unlink

The Person Link\Unlink process provides the user with the capability to correctly associate a case to a person, in a situation where a case was linked to the wrong defendant. This can occur in a variety of scenarios, including use of a false identity by a criminal, the linkage of a case to a person with similar or identical search criteria values, and data entry operator error.



Person Search

The simple Person Search window allows the user to search for persons already existing in V2.

Courtroom

Courtroom Setup

The Courtroom Setup window lets the user modify the personnel assigned to a particular courtroom.

Courtroom

The Courtroom window allows the user to update a case through the docket code process, which provides a means for the court to record significant case events, including courtroom proceedings and, as a result, to update the case database tables.

Admin Docket Entry

The Admin Docket Entry window supports the docket code processing required outside of the Courtroom setting.

Counter

Counter

The Counter window supports the processing of the court's payment counters.

Multi-Case Payment

The Multi-Case Payment window allows a user to apply a single payment to multiple cases associated with the same defendant.

Cashier Reconciliation

The Cashier Reconciliation window allows a user to reconcile the amount of money in the "cash drawer" with the amount entered into the system during the current session.

Bail Entry

The Bail Entry window lets the user perform specific case-defendant queries and update bail information, including cash bail and bail bonds.

Agency Payment

The Agency Payment window allows the user to enter bail batch information from agencies and post to trust.

Open Cashier Session

The Open Cashier Session window allows cashiers to establish an online session by entering the starting balance for the session.

Records

File Request

The File Request window enables the user to initiate a request for a case file. The request for information is processed by the records department or courtroom where the file is currently located.

File Location

The File Location window lets the user locate files for a particular case or for multiple cases.

Case File Purge

The Case File Purge window allows users to purge individual cases that meet the defined purge criteria.

Fiscal

Case Payment History

The Case Payment History window allows users to inquire into the financial history of a defendant.



Check Approval

The Check Approval window allows the user to approve or deny check requests. Check requests are generated through a nightly process wherein the system searches for overages.

Bail Maintenance

The Bail Maintenance window enables the user to view a summary of bail and bond information related to a case, including cash bail and bail bonds.

Check Maintenance

The Check Maintenance window lets the user view and maintain the status of checks.

Misapplications and Voids

The Misapplications and Voids window contains remittance information that has previously been entered and is eligible to be reapplied to another case or voided.

Case Distribution Override

The Case Distribution Override window lets users view and update the user-defined priority levels associated with funds. These priority levels determine the ordering of payment distribution to their respective case funds.

Reapply Remittance

The Reapply Remittance window allows the user to view and/or reapply a previously misapplied remittance that was queued for reapplication.

Satellite Payment Approval

The Satellite Payment Approval window lets the user view and approve payments made at locations other than the court.

Reversals

When processing payments, it sometimes becomes necessary to undo certain transactions to handle returned checks. The Reverse Payment window is used to reverse check remittances that have been returned for nonsufficient funds.

Restitution Accumulation (Victim)

The Select Victim window allows the user to view and select case victim information for a more detailed analysis.

Fiscal and Schedule Maintenance

Within these modules, a variety of schedules can be configured and maintained:

- PA Distribution Schedule
- Chart of Accounts
- Fee Distribution Schedule
- Fund Maintenance
- Bail Distribution Schedule
- Special Distribution Schedule
- Victim Restitution Distribution Schedule
- Base Distribution Cross Reference
- PA Distribution Cross Reference
- Speed and Special Schedules



Warrants

Pending Warrant Review

The Pending Warrant Review window allows the user view the status of warrants that have been ordered on a case defendant.

Warrant Docket Codes

Warrants can be issued via the addition of docket codes in the Courtroom Window, which places the warrant in the Pending Warrant Review Window for review, approval, and printing.

V2 Interfaces

LEA Interface

The LEA Interface provides the ability to load cases and citations en masse.

DOJ Interface

The DOJ Interface generates case statistics required by the DOJ. The DOJ Interface Review window supports the reviewing of transactions successfully sent to DOJ, cases that were rejected during the DOJ interface process, and cases that may require a subsequent action or correction DOJ transaction.

DMV Interface

The DMV Interface reports abstracts of convictions, FTA holds and releases, and FTP holds and releases to DMV in a nightly automated process.

Auditor Controller Interface

The Check Auditor/Controller Interface facilitates the process of sending overage refund and bail refund check information to the Auditor Controller's Office.

Work Queues

Work Queue

The Work Queue window allows users to access and process the work queue entries assigned to the user or the user's unit.

Modify Work Queue

The Work Queue Configuration window allows the court to modify the attributes of work queue types.

Supervisor Work Queue

The Supervisor Work Queue window is similar to the Work Queue window, except the Person Assigned is visible and available for modification by the supervisor.

Collections

Collections

The Collections Window is used to view defendant and case collection information.

Collections Work Queue

The Collections Work Queue window is used by collectors to view accounts that have been scheduled for processing.

Collector Maintenance

The Collector Maintenance window allows the user to view and modify the assignment criteria assigned to a particular collector.

Financial Evaluation

The Financial Evaluation window lets the user view and modify the financial evaluations scheduled for a particular time period.



Reporting

Reports

V2 contains more than 60 reports, each with distinct reporting criteria against a variety of data.

JBSIS Reporting and Reporting Maintenance

The JBSIS Reporting window allows users to prepare the monthly JBSIS report that will be sent to the California Administrative Office of the Courts (AOC).

Prison Abstract Report

The Prison Abstract Report window allows the user to select, view, update, and print the prison abstracts for a defendant.

Monthly Fund Report

The Monthly Fund Report window allows the user to select, view, and print reports detailing the daily payments to the funds for a given month.

Event Manager

The Event Manager is a set of system administrator–defined case conditions that are checked on a specific date. Based on the conditions, either a new condition is checked or a docket code entry is made on the case. Events may be processed throughout the day or at day’s end. The Event Manager can be activated or deactivated at will.

Product Enhancements

The CCMS Regional Project Office uses a Change Control Board (CCB) to manage the process of analyzing requests for enhancements and modifications. The CCB consists of representatives from the courts.



Products: V3

This section describes the functionality for the civil, small claims, probate, and mental health case types of CCMS-V3.

Case Initiation

- Initiate cases
- Add parties
- Collect payments
- Assign judicial officers
- Set the first hearing
- Mark case initiation data entry as incomplete (for further processing)
- Complete data entry for previously started cases
- Print case initiation documents
- Complete processes initiated at kiosk with clerk review

Case Management

- Provide a snapshot view of key case information
- View upcoming events on a case
- Know if a fee waiver or bankruptcy stay exists for a party
- Add, update, and delete notes within a case
- Secure ROA entries, party information, filings, and/or the entire case
- Manage case status via “clocks” - start, pause, and stop actions based on configuration
- Merge cases
- Consolidate cases
- Coordinate cases
- Relate cases
- Disassociate cases

Person/Entity Management

- Create a unique system identifier for each person/entity
- View vexatious litigants
- Search for existing persons/entities
- Associate person/entity records to one another
- Update person/entity records
- Add, edit, or remove profile information
- Capture and display DBAs and alternate names for parties



Filings

- Search for existing cases
- Add filings
- Complete filings
- Reject filings
- Void filings
- Change filing security access levels

e-Filing

- Accept e-filings
- Build and send e-filing acceptance notices
- Reject e-filings
- View e-filing log

Register of Actions

- View Register of Actions (ROA) entries
- Resequence ROA entries
- Automatically and manually record ROA entries
- Associate document images with ROA entries

Calendar/Scheduling

- Provide month and day calendar views
- Drill down into a calendar event (hearing, trial, etc.) and see case details
- Know the number of scheduled events each day
- Reserve events
- Schedule events
- Associate causal documents with events
- Vacate and delete events
- Continue, reschedule, reassign, and extend calendar events
- Finalize calendars
- Create add-on calendars
- Print calendars per local configuration

Hearings/Courtroom Events

- Perform check-in process
- Record minutes
- Route minutes for further action such as for judicial review
- Finalize minutes, with or without judicial officer electronic signatures
- View and amend previously finalized minutes



- Suggest court dates for future event scheduling

Disposition

- Record, update, and vacate dispositions concerning a case, a filing, or a party
- Enter, view, and amend judgments
- Calculate judgment awards
- Record multiple awards, dollar amounts, verdict details, instructions for stays, and requests to pay judgment awards to the court or in installments
- Track fully satisfied, partially satisfied, and unsatisfied judgments
- Accept a request to pay judgment to court
- Record orders on petitions: grant, deny, dismiss, or take a petition off calendar

Issuances

- Record issuances (abstracts, writs, orders, subpoenas, summons, etc.)

Warrants

- Record orders of issuance of warrants
- Issue, update, and recall warrants

Cashiering

- Open, reopen, close, and balance cashier sessions
- Record payments, including partial payments
- View associated receipts
- Create case-related and non-case-related obligations/fees
- Create trusts

Accounting (Business Office and Reports)

- Create and manage payment plans
- Run reports (accounts receivable, adjustments, aging, distributions, collections referral, etc.)
- Create, update, and cancel disbursements
- Calculate interest accrued by an interest-bearing trust deposit
- Assign refund numbers

Physical Case File Tracking

- Manage subpoenaed records
- Create case files
- Track a case file, including the chain of custody
- Mark case files for destruction
- Track lodged and deposited wills and other estate planning documents



Exhibits

- Mark exhibits
- Change the location of exhibits
- Import exhibit lists provided in a spreadsheet
- Extend the time frame to review exhibits
- Add exhibits to the pull list and generate notices of intent to destroy

Appeals

- Create records on appeal, including the case index (chronologically or alphabetically)
- Print document package (using electronically scanned or generated documents from selected ROA entries)
- Certify records on appeal
- Generate and receipt remittiturs
- Transfer cases to other courts

Kiosk

- Create filings
- Apply for a fee waiver
- Display Register of Actions and request copies of documents
- Search for hearings and cases

Probate Notes

- Record and edit probate notes
- Make probate notes available for posting to an internal/external system and for printing on the calendar

Tentative Rulings

- Record and edit tentative rulings
- Make tentative rulings available for posting to an internal/external system

Resource Assignment

- Assign, update, and remove resources such as court-appointed attorneys and guardians ad litem
- Recommend resources based on preconfigured rules
- Select mediators and arbitrators based on local rules
- Provide ADR reports

Judicial Officer Functionality

- Review cases and scheduled events from the chamber view
- Manage events from the bench view: case and event information, causal documents, and person/entity information
- Capture judicial notes (restricted access)



- Maintain and secure judicial notes
- Track recusals
- Provide the ability to electronically add signatures
- Manage to-do lists
- Create, edit, and finalize documents such as orders, rulings, and statements of decision
- View reports

Work Queues/To-do Lists

- Generate work tasks
- Assign work to individuals or groups (manually or based on system rules)
- Perform work based on prioritized to-do lists
- Track completion of tasks

Form/Notice and Document Generation

- Trigger forms, notices, and documents as the result of case clocks or action entries
- Generate forms and notices on request
- Generate document sets
- Select recipients from suggested lists according to predefined rules
- Configure print options for each form/notice: without preview, preview in browser, defer to work queue, print in batch, and no print
- Distribute documents via e-mail and specify body text for e-mail

Queries and Reports

- Generate or schedule standard report
- Create ad hoc reports
- Retrieve previously scheduled or published reports
- Generate and transmit JBSIS reports
- View audit trail of transactions

Administration

- Schedule batch jobs
- Archive cases from main database
- Merge and split persons/entities
- Manage user profiles
- View or terminate user sessions
- Manage user roles
- Manage data access privileges
- Provide context-sensitive help and global help



Configuration

- Add, update, and use existing rules as templates for new case assignment rules
- Configure ROA entries, causal actions, and automated logic
- Configure case tracks
- Configure case clocks
- Configure minute headers
- Create and update minute codes and macros
- Configure fee schedules
- Configure reference table values
- Configure printers
- Configure calendars
- Define resource availability
- Configure work queues

Figure 1. An example of a CCMS screen: case initiation screen for mental health.

Case Select: 2004 or Legacy# Select

Help Contact Us Log Out

Case Accounting Calendar Courtroom Disposition Judicial Officers Person/Entity Reports Forms Admin Work Queue August 12, 2004

Username

Case Search

Appeals

Associate Cases

Batch Case History Entries

Disassociate Cases

Initiate Case

Initiate Legacy Case

Initiate Pseudo Case

Maintain Reserved Case Numbers

NSF List

Records Management

Search Pseudo Case

Transfer Cases

Update Clocks

Vexatious Litigants List

Wills/Estate Plans

Case

Initiate Case

Case Information

* Case Category: Jurisdictional Amount: * Filing Date: 05/17/2004

* Case Type: Security Level:

Case Sub-Type:

* Filing Document: Other:

DMS Document Key: DMS Document ID:

Document Security:

ZIP Code: Location:

* Case Number: Automatic Manual: Get Reserved Case Number

* Case Title: Automatic Manual:

Comments:

Participants / Additional Case Information

Participants Case Information

Additional Filings

☐ Mental Health Case Cover Sheet DMS Document Key: Document Security:

Add Another Filing

Case Information - Certification

Case Track: Mental Health

Length of Hold:

* Date of Hold:

Basis of Hold:

Language: Chinese English Spanish

Subject DOB:

Referring Facility: Other:

Facility Ward:

Representative Placing Hold:

Contact Info of Person Calling:

* Required Field

Cancel Reset Save as Draft Next

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The Next Phase: V4

This section describes the approach of developing the family law, juvenile dependency, and juvenile delinquency case types for CCMS. This phase will also incorporate functionality to support unified family court business processes and the following:

- The V3 product will be used as the base. This includes the functionality that has already been developed for the civil, small claims, probate, and mental health case types.
- V2 functionality will be integrated. This includes the criminal and traffic case types.
- Family law, juvenile dependency, and juvenile delinquency case types will be designed and developed. This phase will also incorporate functionality to support a unified family court.
- Interpreter Scheduling
- e-Filing
- Interfaces
 - 100 exchanges, examples include:
 - Appellate Court Case Management System (ACCMS)
 - Department of Children and Social Services (DCSS)
 - Child Welfare Services (CWS)
 - Department of Motor Vehicles (DMV)
 - Department of Justice (DOJ)
- Statewide Reporting
- Public Access
 - Case inquiry
 - Court user transactions
 - Kiosk technology
- Judicial Branch Support
 - Jury management
 - Court reporter scheduling
 - Assigned Judges Program

V4 Project Timeline

Design and development of the V4 project is a 92-week effort that is scheduled to begin during the first quarter of fiscal year 2007–2008. The current goal is for CCMS-V4 to be available to begin court deployments by August 2009. In addition to resources from the AOC Regional Project Office and Information Systems, court project managers, subject matter experts, and judicial officers will be participating throughout the project. The following is a high-level breakdown of the project plan.

- Weeks 1–12: Initial design
- Weeks 13–42: Functional design, including interfaces
- Weeks 43–70: Configuration and testing
- Weeks 71–92: Testing and documentation



Integration

The AOC recognizes the importance of the relationships between the courts, the counties, and their justice partners. CCMS is taking a very interactive role to address their needs.

In 2001 the branch conducted an assessment of each court's level of automation with the DMV and the DOJ. As a result, the AOC is working with the DMV, the DOJ, and the courts to address mutual concerns, e.g., security requirements for DMV, data quality, and turnaround times for the DOJ.

In 2001 the Department of Justice also established the California Attorney General's Subcommittee on System Integration to develop a plan to address integration across the state. The subcommittee includes the participation of Sheila Calabro, AOC Administrative Director, Southern Region and Pat Yerian, Director of the AOC Information Services Division. As members of this committee, they are able to influence the statewide justice community to support information exchanges with the judicial branch.

Through the CCMS and data integration project, the AOC has also initiated efforts with the trial courts to understand the information exchanges between the courts and their local justice partners. This has resulted in the identification of 96 data exchanges. Through collaboration and prioritization, the data exchanges will be prioritized in order to establish an ongoing process to standardize information exchanges.

The development of CCMS leverages the opportunities presented by the Trial Court Unification legislation (Senate Constitutional Amendment 4/Proposition 220), and the Trial Court Funding Act of 1997 (Assembly Bill 233). Moreover, rapidly evolving technologies offer the judicial branch a tremendous opportunity to develop coordinated solutions to statewide problems. Most important, CCMS will provide greater accessibility to the California courts.



Current Status

CCMS has three components: (1) V2 – criminal and traffic; (2) V3 – civil, probate, small claims, and mental health; and (3) V4 – family law and juvenile, plus integration of V2 and V3.

The CCMS-V2 criminal and traffic case types were deployed in Fresno in July 2006. Currently, work continues to enhance the performance and add functionality to the application as four additional courts continue to prepare for deployments during 2007. The support of the V2 product was officially transferred to Deloitte Consulting on December 23, 2006.

The mental health case type development began on October 2, 2006 and will be part of V3 Release 6 scheduled for July 2007. Release 6 will also contain new functionality and enhancements to support public access, e-filing, and credit card processing. The functional requirements for V4 are complete; the lead courts and project team are preparing to begin this next major phase of the project midyear in 2007.

The CCMS team is currently preparing to start the development of the V4 component during the summer of 2007.

In the first quarter of 2007, several major milestones were achieved in court deployments.

- Sacramento was the first court to implement the V3 probate case type and also first to host the CCMS-V3 application in the California Court Technology Center (CCTC).
- San Diego was the first court to implement the V3 civil case type at its North County facility. San Diego's first CCMS-V3 implementation of V3 small claims was in November of 2006 at its Kearney Mesa facility; the court added the North County courthouse one month later.
- Orange County started using CCMS-V3 small claims in two additional justice centers, North and West; the court had already implemented small claims in its Central Justice Center in November 2006.
- Ventura started using CCMS-V3 small claims on March 5, 2007. According to its current implementation plan, the court will have implemented civil and probate by the end of April 2007.

The courts have taken advantage of numerous opportunities to work together and share information in order to create efficiencies. The benefit to the public continues to increase as enhancements for public access, e-filing, and court kiosks are added to the application.



Related Articles and Information

The following links to articles and CCMS information are available on the Internet. If the computer you are using to view this document has Internet access, press the Ctrl key and click the link in order to view the information. Please keep in mind that due to changing project timelines and plans, not all statements made in these articles are completely up to date. For the most current information available, please e-mail CCMS@jud.ca.gov.

Judicial Council of California, Administrative Office of the Courts, *California Courts Review*, "CCMS Goes Live," Winter 2007, age 19.

[\[Link to CCR article\]](#)

North County Times, "New computer system to improve access to courts," February 25, 2007.

[\[Link to NCT article\]](#)

San Diego Business Journal, "Online system makes paper trail more manageable at courthouses," March 12, 2007.

[\[Link to SDBJ article\]](#)

Simi Valley Acorn, "New case management system in Superior Court," March 23, 2007.

[\[Link to SVA article\]](#)

Superior Court of San Diego County, press release (PDF), "San Diego Superior Court takes the lead in statewide computer effort," February 20, 2007.

[\[Link to San Diego press release\]](#)

Superior Court of Sacramento County, the Court Case Management System (CCMS) online document viewing.

[\[Link to Sacramento document viewer\]](#)

Superior Court of Ventura County, press release (PDF), "Ventura County Superior Court to implement new case management system Monday," March 1, 2007.

[\[Link to Ventura press release\]](#)

XMLLegal.org, Court XML. Administrative Office of the Courts (AOC), The Second Generation Electronic Filing Standards (2GEFS).

[\[Link to CourtXML website\]](#)

